



# Civil Service Commission

Monroe County, New York

**Jean Carrozzi**  
*Chairperson*

**Brayton McK. Connard, SPHR**  
*Executive Director*

December 26, 2017

CAMERON TOMLIN  
85 TEABERRY DR  
SPENCERPORT, NY 14559

Dear Applicant:

Thank you for your application for **COMPUTER SUPPORT ASSISTANT**, Exam Number **CSA-0201-18**. Based on the information you provided on your application, you do not meet the minimum requirements to be eligible to take this exam. **The minimum qualifications must be met on or before the examination date. Specifically you are lacking the following:**

One (1) year of paid full-time or its part-time equivalent\* experience providing computer support to users including diagnosing software and hardware problems and resolving problems, or training, instructing or providing explanation to users in basic hardware and software methods and principles.

If you have additional information that might change this assessment, please submit this information in writing (NO PHONE CALLS), either by mail to the address listed below, fax to 324-1387 or email to [mcexams1@monroecounty.gov](mailto:mcexams1@monroecounty.gov) **no later than January 3, 2018**. Any additional information received after this date will not be accepted and your application will not be considered for this examination. **Additional information must include all fields required on the application.** The experience listed above must be the main focus of your job. If it is not clearly evident from the additional information that you possess the required qualifications then you will not be approved to take this exam.

Respectfully,

Monroe County Civil Service Commission